



Code: 7023
Family: Aviation
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Airport Operation

CLASS TITLE: GENERAL MANAGER OF GROUNDS AND TERMINAL FACILITIES

CHARACTERISTICS OF THE CLASS

Under direction, plans, coordinates, and directs the maintenance of facilities at a large municipal airport, including the airfield, structures, roadways, and grounds, and performs related duties as required

ESSENTIAL DUTIES

- Ensures that the airport is maintained in accordance with all federal and state codes and with a minimum expenditure of maintenance funds
- Assists in the direction of and interacts with a centralized maintenance planning, scheduling, and control center which serves as the focal point for all airport facilities and grounds maintenance services
- Establishes and monitors a preventive and corrective maintenance program for airport facilities and equipment
- Develops, trains, evaluates, and maintains an effective work force
- Review, recommend, and administer action in Labor disputes and disciplinary situations.
- Develops and applies procedures and standards to determine the need for in-house versus contracted vendor maintenance services such as exterior landscaping, airport refuse removal, recycling, airport noise wall repair, fencing and airport entry gate repair.
- Inspects the contract work of outside vendors for quality and conformance with performance standards
- Conducts regular inspections of airport facilities to ascertain the maintenance needs and the level of cleanliness
- Assist in airport snow removal operations
- Prepares the maintenance budget and exercises necessary controls for assuring that operations are within budgetary limitations
- Required to be on 24 hour call

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Mechanical Engineering or a related degree, supplemented by four years of progressively responsible supervisory experience in HVAC plant maintenance work; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment

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- Exposure to outdoor weather conditions
- Exposure to fumes or dust
- Exposure to loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Digital camera

PHYSICAL REQUIREMENTS

Ability to operate automotive vehicles and associated equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- applicable federal (e.g., FAA), state, and local laws, statutes, regulations, and guidelines
- airport inspection and maintenance policies, procedures, rules, and regulations
- centralized planning and scheduling activities

Some knowledge of:

- airport operations methods, practices, and procedures
- airport security and emergency procedures
- airport layout
- *supervisory methods, practices, and procedures
- *budget preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *TIME MANAGEMENT - Manage one's own time and the time of others

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- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
May 2011